

MEETING MINUTES

Finance Committee

School Administration, School Committee Room

Wednesday, January 11, 2012

CALL TO ORDER

Time – 7:00 P.M.

Members in attendance: Chairman Jon Stumpf, Joanne F. Marden, Mary O'Donoghue, Cindy Milne, Mark Merritt, Peggy Kruse, Greg Rigby and Dan Kowalski.

Also Present: Finance Director Donna Walsh, IT CIO Paul Puzzanghera

APPROVAL OF MINUTES

Mark Merritt moved and Mary O'Donoghue seconded the motion to recommend approval of the November 10, 2011 minutes. The motion passed 8-0 with changes.

Mark Merritt moved and Joanne Marden seconded the motion to recommend approval of the November 16, 2011 minutes. The motion passed 7-0-1 with changes.

Mark Merritt moved and Mary O'Donoghue seconded the motion to recommend approval of the December 5, 2011 minutes. The motion passed 7-0-1.

Mark Merritt moved and Mary O'Donoghue seconded the motion to recommend approval of the December 12, 2011 Tri-Board minutes. The motion passed 7-0-1 with changes.

COMMUNICATIONS AND LIAISON REPORTS

School Building Committee member Tom Deso reported that the DEP had overturned two Court cases concerning several residents vs. the proposed Bancroft School Project leaving no pending litigation at this time.

Mark Merritt reported that it was recommended by the Audit Committee that Andover should consider creating a dashboard metric for the citizens to review. Lengthy discussion followed. Committee members thought that it was a good concept but concern was raised over the amount of space needed for such a metric in the Annual Finance Committee Report as well as the question of what items would be listed. With regard to reporting in the Finance Committee Report, Ms. Marden suggested there should be more reporting of Department goals and activities. The Committee agreed to solicit more feedback from Department Heads. It was agreed to further discuss this subject at a future meeting.

Mr. Stumpf reported good news regarding the School Budget. He noted that Out of District Transportation and Evaluation Therapy items were within budget.

IT PRESENTATION

Information Technology CIO Paul Puzzanghera delivered a presentation on current and future Town and School technology needs and goals. The presentation included the following topics: Areas in need of improvement included infrastructure, number of printers being too high, unsupported computers, 50% teachers without laptops, dated student desktop computers, limited Smartboard capabilities, limited bandwidth, application issues such as a lack of access to Accounting and purchase orders being manually typed. Mr. Puzzanghera also spoke of challenges such as a labor intensive payroll process, revenues not currently being collected by Accounting, lack of learning management system for schools, lack of a computerized work order system at the DPW, and difficulty in managing Town websites. Organization issues brought forth included limited technical skills and no current access to credit cards for purchases.

Mr. Puzzanghera ended his presentation by stating that his overall goal is to reorganize, improve infrastructure, and improve efficiency and efficacy within two years.

In response to Committee member questions, Mr. Puzzanghera responded that he was not requesting additional positions at this time and that the plan includes moving forward with goals immediately. Ms. Walsh added that the purchase order process should be updated using MUNIS within the year. Mr. Puzzanghera noted that an independent IT firm would be hired to help where IT skills are lacking within the Town and School staff. In addition, Mr. Puzzanghera stated that the IT Department respects licensing. He noted a cost benefit to paying a one -time fee for full licensing as is done in the School Department.

Mr. Puzzanghera made the following financial requests relative to financing his plan:

\$185,000 for replacing 464 administrative PC's on a 4-year cycle.

\$305,000 for complete replacement of teacher PC fleet.

Committee members discussed making a recommendation at Town Meeting but voiced concern over not being able to direct where the money would be spent once it is approved. It was agreed on that this could be managed by submitting a separate warrant article containing specific language.

LAISON UPDATE (Continued)

It was noted by Ms. Kruse that the driving force behind relocation of the Town Yard out of the downtown area was initially due to submission of an amendment at Town Meeting by the Planning Board. Lengthy discussion followed. She added that it is the intention of the Town Yard Task Force to submit two warrant articles at the Spring Town Meeting, one requesting almost \$18,000,000 for the purchase and development of the Campanelli Drive site.

HEALTH INSURANCE UPDATE

Chairman Stumpf distributed a health insurance metric for the Committee to review. (See attachment)

OTHER BUSINESS

There was a brief discussion on OPEB funding. Chairman Stumpf asked whether or not it should be included in Article 4 and asked committee members to think about it for a future meeting.

There was brief discussion regarding a report presented at a previous TriBoard Meeting by Robin Haley of the Matrix Consulting Group on the DPW/Plant & Facilities Management and Organizational Report. All Committee members voiced disappointment with Mr. Haley's report. Mr. Stumpf urged committee members to send their feedback to the Town Manager via emailing Assistant Town Manager Steve Bucuzzo.

ADJOURNMENT – 10:03 P.M.

Respectfully Submitted,
Carolyn Lynch
Recording Secretary